

# ESTATES SERVICE PROCEDURE



University of Lincoln

**Subject:**

SITE AUDIT PROCEDURE

ESP 10a

Rev. 03

Page 1 of 10

Issue Date:  
21/05/2020

Owner: T Tomlinson

## Site Safety Inspection

On this visit you scored as shown below  
Out of a potential **71**

Project:			Duration (weeks): <span style="color: red;"><b>RED = 0</b></span>
Principal contractor:			Nº persons on site: <span style="color: orange;"><b>AMBER = 0</b></span>
Client:	University of Lincoln		Date: <span style="color: green;"><b>GREEN = 0</b></span>
			<b>n/a = 0</b>
Item	Description	Status	Comments, Actions, Recommendations
<b>1.0</b>	<b>Documentation</b>		
1.1	Legible copy of F10 notification displayed where it can be read by people working on the site		
1.2	Health and safety law, 'What you should know' poster, relevant details filled in		
1.3	Employer's liability insurance, min £5m, current copy displayed, records <40 years		
1.4	Other relevant posters as may be necessary on site, information for employees		

# ESTATES SERVICE PROCEDURE



University of Lincoln

**Subject:**

SITE AUDIT PROCEDURE

ESP 10a

Rev. 03

Page 2 of 10

Issue Date:  
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Item	Description	Status	Comments, Actions, Recommendations
1.5	Accident book, accident investigation reports, RIDDOR 95 reporting procedures		
1.6	Construction phase plan, project specific, sufficiently developed for current work stage, site rules		
1.7	Risk assessments, site specific, relevant findings communicated to employees		
1.8	Method statements detailing safe systems of work to be implemented to control risks		
1.9	Hazardous substances, COSHH assessments, material safety data sheets, information for workers		
1.10	Asbestos, records, surveys, 14 day notification of licensed asbestos removal, plan of work		
1.11	Permit to work systems, electrical, hot work, excavations, confined spaces, etc.		
1.12	Statutory inspections, working platforms, fall arrest equipment, excavations, plant and equipment		
1.13	Site inspection reports, minutes of health and safety meetings, co-operation, consultation with workers		

# ESTATES SERVICE PROCEDURE



University of Lincoln

**Subject:**

SITE AUDIT PROCEDURE

ESP 10a

Rev. 03

Page 3 of 10

Issue Date:  
21/05/2020

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Item	Description	Status	Comments, Actions, Recommendations
1.14	Site induction training, records kept, signing in procedure, site rules explained		
1.15	Specific training, records kept, plant operators, CSCS, CPCS, cards		
1.16	Latest KPI data for this site		
1.17	Records of all near misses kept with any relevant follow up action		
<b>2.0</b>	<b>Personal Protective Equipment (PPE)</b>		
2.1	Hard hats, safety boots, Wellingtons, boiler suits, gloves, hi-vis with company logo		
2.2	Eye protection, safety glasses, goggles, visors, face shields		
2.3	Hearing protection, ear defenders, ear plugs		
2.4	Respiratory protective equipment (RPE), respirators, dust masks, breathing apparatus		
2.5	Weather protection for work outdoors, protective clothing		
2.6	Other specialist equipment, welding visors, aprons, spats, cuffs		

# ESTATES SERVICE PROCEDURE



University of Lincoln

**Subject:**

SITE AUDIT PROCEDURE

ESP 10a

Rev. 03

Page 4 of 10

Issue Date:  
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Item	Description	Status	Comments, Actions, Recommendations
<b>3.0</b>	<b>Traffic Routes, Security</b>		
3.1	Vehicle and pedestrian routes, traffic management, control reversing, one way systems, adequately lit		
3.2	General site tidiness, waste skips, materials storage, away from traffic routes, good order		
3.3	Safety signs and signals, prohibition, safe conditions, warning, mandatory, fire		
3.4	Prevent unauthorised access, fencing, hoarding, gates, signage, site security, protecting the public		
<b>4.0</b>	<b>Work at Height</b>		
4.1	Existing parapet, barrier, 1100mm high, scaffold guard-rails 950mm high, < 470mm unprotected gap		
4.2	Working platforms, (at least 600mm wide) fully boarded, prevention of objects falling through		
4.3	Prevention of falling objects, toeboards 150mm high brickguards, sheeting, netting		

# ESTATES SERVICE PROCEDURE



University of Lincoln

**Subject:**

SITE AUDIT PROCEDURE

ESP 10a

Rev. 03

Page 5 of 10

Issue Date:  
21/05/2020

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Item	Description	Status	Comments, Actions, Recommendations
4.4	Collective fall protection, safety nets, air bags, soft landing systems, rescue procedures		
4.5	Adequate ties, bracing, base plates fitted, sole boards provided where necessary		
4.6	Ladders set at 1:4 ratio, securely fastened over 3m, extend past platform by 1.1m, stepladders		
4.7	Towers, internal ladder, ratio 3.5:1 internal, 3.0:1 external, guard-rails, intermediate rails and toeboards, wheels locked		
4.8	Safety harnesses, rope access equipment, inspected, anchor points tested, rescue procedures		
4.9	Fragile surfaces, e.g. roof lights, barriers and/or, protected, warning signs posted		
<b>5.0</b>	<b>Excavations</b>		
5.1	Prevent danger to any person, where necessary provision of supports or battering to prevent collapse		
5.2	Barriers, guard-rails, stop-blocks, balks, fencing, barrier tape, hazard warning signs		

# ESTATES SERVICE PROCEDURE



University of Lincoln

**Subject:**

SITE AUDIT PROCEDURE

ESP 10a

Rev. 03

Page 6 of 10

Issue Date:  
21/05/2020

Owner: T Tomlinson

Item	Description	Status	Comments, Actions, Recommendations
5.3	Safe storage of materials/spoil away from sides of excavation to ensure no person is buried or trapped		
5.4	Safe means of access into the excavation, condition, angle of ladder, securely fastened		
5.5	Location of buried services, CAT scans, safe digging practices, use of plans, marked on drawings		
5.6	Protection of underground services cables and/or pipes, pumps, ventilation, lighting, trench boxes		
<b>6.0</b>	<b>Electricity</b>		
6.1	Electrical services identified, made safe, overhead lines GS6, safe systems of work, warning signs		
6.3	Trailing cables, clear of traffic routes, trip hazards, not in water, checked for damage		
6.4	Battery operated, 110 volt or mains with 30ma RCD, centre tapped to earth		
6.5	Portable electrical appliances, testing, records, date marked or tagged on equipment		

# ESTATES SERVICE PROCEDURE



University of Lincoln

**Subject:**

SITE AUDIT PROCEDURE

ESP 10a

Rev. 03

Page 7 of 10

Issue Date:  
21/05/2020

Owner: T Tomlinson

Item	Description	Status	Comments, Actions, Recommendations
<b>7.0</b>	<b>Work Equipment</b>		
7.1	Lifting equipment, cranes, hoists, forklift trucks, SWL marked, lifting operations competent person		
7.2	Dumpers, excavators, ROPS, FOPs, seat belts, horn, mirrors, reversing alarm, amber strobe beacon		
7.3	Mobile access equipment, MEWPs, marked as suitable for lifting persons if required		
7.4	Compressors, generators, mixers, saws, drills, guards, safe position, suitable PPE worn		
<b>8.0</b>	<b>Emergency Procedures</b>		
8.1	Suitable and sufficient arrangements for dealing with foreseeable emergency, fire, explosion, flooding		
8.2	Emergency routes and exits, suitable signs, clear of obstructions, assembly point signed		
8.3	Records of fire evacuation training, drills, date, time taken, number of persons involved		

# ESTATES SERVICE PROCEDURE



University of Lincoln

**Subject:**

SITE AUDIT PROCEDURE

ESP 10a

Rev. 03

Page 8 of 10

Issue Date:  
21/05/2020

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Item	Description	Status	Comments, Actions, Recommendations
8.4	Fire detection and means of raising the alarm, emergency lighting, records of inspection		
8.5	Fire extinguishers available, inspected annually, sufficiently charged, fire safety signs, training		
8.6	Dangerous substances, explosive atmospheres, highly flammable liquids/gases, no smoking signs		
<b>9.0</b>	<b>Welfare Facilities</b>		
9.1	WCs, suitable and sufficient wash facilities, hot and cold or warm running water, drinking water, cups		
9.2	Suitable rest facilities, adequate tables, seats with backs, protect non-smokers, no smoking signs		
9.3	Facilities to boil water, (protect burn, scald or sear) suitable arrangements to prepare and eat meals		
9.4	Facilities for storing/changing clothes and for drying clothes in wet weather		



# ESTATES SERVICE PROCEDURE



University of Lincoln

**Subject:**

SITE AUDIT PROCEDURE

ESP 10a

Rev. 03

Page 9 of 10

Issue Date:  
21/05/2020

Owner: T Tomlinson

Item	Description	Status	Comments, Actions, Recommendations
<b>10.0</b>	<b>First Aid</b>		
10.1	Arrangements for first aid, qualified first aider on site, deputies in case of absence		
10.2	Suitable and sufficient first aid equipment, equipment subject to regular checks		
10.3	Signs to indicate location of first aid equipment, names of first aiders displayed		
<b>11.0</b>	<b>Stability of Structures, Demolition</b>		
11.1	Ensure new or existing structure which may become unstable, temporary weakness, does not collapse		
11.2	Demolition or dismantling of a structure planned, written arrangements before work begins		
<b>12.0</b>	<b>Environment</b>		
12.1	Temperature and weather protection, fresh air, sufficient lighting, dust, humidity, mud		

# ESTATES SERVICE PROCEDURE



University of Lincoln

**Subject:**

SITE AUDIT PROCEDURE

ESP 10a

Rev. 03

Page 10 of 10

Issue Date:  
21/05/2020

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Item	Description	Status	Comments, Actions, Recommendations
12.2	Contaminated land, hazardous substances, prevention of pollution to land, air, water courses		
12.3	Environmental noise levels on construction or open sites, nuisance noise, complaints, records		
12.4	Working near water, prevention of drowning, suitable rescue equipment, safe transport		
12.5	Site waste management plan, separation, recycling, registered carrier, transfer / consignment notes		
12.6	Site registered with EA for hazardous waste, (do not need to register if client has already registered)		
			Compliant with all requirements, no further action required (Good)
			Needs attention, minor risk, action required as soon as possible (Just acceptable)
			Not compliant, significant risk, immediate action required

The above criteria will be checked on a random basis, the scoring works as shown, however if during any visit the score gets to 6 red flags the work on site will be stopped until the issues raised have been rectified to an acceptable standard as deemed fit by the inspecting officer.

Copies to be circulated 1 to the site supervisor and 1 is kept by the Estates department compliance officer (Trevor Tomlinson) electronically, further copies may be circulated as the inspecting officer sees fit.

The stored copies may have an effect on whether future works will be awarded to that company.